

DEPARTMENT OF GENERAL SERVICES
Records Management Division

This Schedule Supersedes Schedule 612-5

SCHEDULE
NO.

612-104

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of the Secretary, Coordinator
of Administrative & Fiscal Services

DEPARTMENT OF LICENSING AND REGULATION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>STATE DOCUMENTS FILE:</u> Comprised of two sections. The first contains correspondence with the Administrative Executive and Legislative Review Committee while the second section, arranged alphabetically by name of board or commission, contains correspondence and copies of proposed regulations affecting this department.	Retain 3 years, then destroy.
2.	<u>LEGISLATIVE FILE:</u> Copies of proposed legislation and correspondence between the Department of Fiscal Services, the boards and commissions and the Coordinator of Administration and Fiscal Services.	Retain for three (3) years, then destroy.
3.	<u>CARD INDEXES:</u> The indexes to the Legislative File (item 2 above). The alphabetical card index contains the title of the legislation, the bill or resolution number, a brief	Retain for eight (8) years, then destroy.
4.	<u>GENERAL ADMINISTRATIVE FILE:</u> Letters, reports, legislation, memoranda, charts and miscellaneous materials which reflect the routine operations of this office.	Retain for three (3) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

RECEIVED

NOV. 21 1991

Edward C. Papenfuss

8-21-91

Roger H. H.

Director

Date

Signature

Title

Date

State Archivist